

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST*Please read instructions on reverse before completing form.*

1. REQUEST NUMBER		2. TYPE OF REQUEST (X one)		3. DATE COMPLETED (YYMMDD)	
		a. INITIAL	b. APPEAL		
4. CLERICAL HOURS (E-9/GS-8 and below)		TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH			X \$ 12.00 =	*	
b. REVIEW/EXCISING				**	
c. CORRESPONDENCE AND FORMS PREPARATION					
d. OTHER ACTIVITY					
5. PROFESSIONAL HOURS (0-1 - 0-6/GS-9 - GS/GM-15)		TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH			X \$ 25.00 =	*	
b. REVIEW/EXCISING				**	
c. COORDINATION/APPROVAL/DENIAL					
d. OTHER ACTIVITY					
6. EXECUTIVE HOURS (0-7/GS/GM-16/ES 1 and above)		TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH			X \$ 45.00 =	*	
b. REVIEW/EXCISING				**	
c. COORDINATION/APPROVAL/DENIAL					
7. COMPUTER SEARCH		TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. MACHINE HOURS			X <div style="border: 1px solid black; padding: 2px;">\$12.00</div> =	*	
b. PROGRAMMER/OPERATOR TIME				**	
(1) Clerical					
(2) Professional					
8. OFFICE COPY REPRODUCTION		NUMBER (1)	RATE (2)	COST (3)	
a. PAGES REPRODUCED			X .15 =	*	
9. MICROFICHE REPRODUCTION		NUMBER (1)	RATE (2)	COST (3)	
a. MICROFICHE REPRODUCED			X .25 =	*	
10. PRINTED RECORDS		TOTAL PAGES (1)	RATE (2)	COST (3)	
a. FORMS			X .02 =	*	
b. PUBLICATIONS				**	
c. REPORTS					
11. COMPUTER COPY		NUMBER (1)	ACTUAL COST (2)	COST (3)	
a. TAPE			X <div style="border: 1px solid black; padding: 2px;"></div> =	*	
b. PRINTOUT				**	
12. AUDIOVISUAL MATERIALS		NUMBER (1)	ACTUAL COST (2)	COST (3)	
a. MATERIALS REPRODUCED			X <div style="border: 1px solid black; padding: 2px;"></div> =	*	

For FOI Office Use Only

13.					
a. SEARCH FEES PAID	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	f. TOTAL COLLECTABLE COSTS	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>		
b. REVIEW FEES PAID	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	g. TOTAL PROCESSING COSTS	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>		
c. COPY FEES PAID	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	h. TOTAL CHARGED	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>		
d. TOTAL PAID	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>	i. FEES WAIVED/REDUCED (X one)	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	Yes	No
e. DATE PAID (YYMMDD)	<div style="border: 1px solid black; width: 150px; height: 20px;"></div>				